

City of Newport Beach - Building Department

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
January 7, 2009 Revised Date: 2/8/10	Permit and Plan Check Refunds	ADMIN-NBAC-108.6 Supersedes 304.6-1

Once a written request for refund of permit fees or plan check fees is received, the following refund policy shall apply:

Permit Refunds:

1. The Building Official may authorize a refund of 80% of the Building Department permit fees paid provided a request to cancel the permit is received from the permittee during the first 180 days after the date of fee payment and no work has been done under the permit. No refund will be issued for a permit if cancelled after it has been extended.
2. The original permit must accompany the refund request. (Finance Dept. will not issue a refund unless a permit/receipt is attached to the refund request).
3. When a change of contractor permit is issued the full fee applicable at the time of issuance shall be collected. Upon a written request from the permittee, the Building Official may authorize an 80% refund of the original permit fee paid.

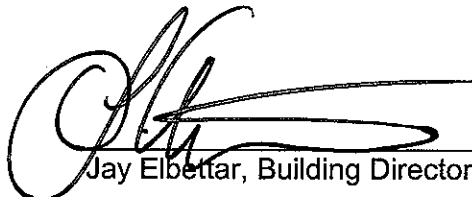
Plan Check Refunds:

1. Upon a written request, the Building Official may authorize a refund of 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended.
2. The plan check fee receipt or copy of it, including the payor's name, must be attached to the request. (Finance Dept. will not issue a refund unless a receipt or copy of receipt with payor's name is attached).

Residential Building Records (R.B.R.) Refunds:

1. The Building Official may grant an 80% refund of Residential Building Records fees paid providing that a written request is made before staff review of city records has begun. No refunds will be made after the staff review or physical inspection of the property has taken place.

SH/mg



Jay Elbetta, Building Director